

Town of Arlington
Office of the Town Clerk
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Arlington, MA 02476



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NOTICE REGARDING CAMPAIGN FINANCE INFORMATION

OCPF Getting Started

OCPF regularly updates their webpage to provide detailed guides, short one-topic videos to answer common questions, fillable forms, and the option to register to file campaign finance statements online, which is useful even for candidate without a committee or spending.

<https://www.ocpf.us/Filers/GettingStarted> and scroll to Local Offices.

All candidates for townwide office should file an organizing document with the Town Clerk. This is a public record and lets residents learn about your candidacy.

All candidates should file an [M101](#) with my office and indicate if they have a committee or not. Candidates who will raise money must file the M101 before raising or spending any money. All money raised, spent or loaned and in-kind contributions to a candidate are reported on the M102 (see next page).

Candidates who don't plan to raise or spend ANY money can file an [M109](#) with my office that replaces the required filings before and after the election. These candidates will still file a year-end report every year.

When you return your nomination papers the Registrar will review your signatures and the Town Clerk will notify you when you have been certified as a candidate. Once you are a candidate you can begin to raise money if you wish. I urge Candidates to read the guides to understand the rules, but some highlights are:

- Money received by a candidate or committee must be held in a separate fund
- Committees are not required, but strongly encouraged
- In-kind contributions (non-cash donations of professional services or material items) are subject to the same limits as cash contributions and must be reported
- Loans are contributions and subject to the contribution limits, however candidates may make loans to their campaign without limit

January 19, 2023

I encourage you or your treasurer to call OCPF directly at 617-979-8300 or to call or email me any time you have questions. The next page summarizes the M102 reporting for candidates who are spending money.

M102 reports

Candidates on the ballot must file a report 8 days before the election and 30 days after unless they have filed an M109. If a candidate who filed an M109 spends or receives funds, they must file an M102.

Candidates with a committee:

- Indicate the beginning and end date for the filing (instructions below)
- Check 8th day preceding or 30 day after election
- Complete both the Candidate and Treasurer section at the top
- Complete the summary section and the required schedules
- Treasurer must sign and date
- Check Candidate with Committee and sign and date

Candidates without a committee:

- Indicate the beginning and end date for the filing (instructions below)
- Check 8th day preceding or 30 day after election
- Complete the Candidate section at the top
- Complete the summary section and any required schedules
- Check Candidate without Committee and sign and date

Correctly Dating the M102

- Beginning date will be January 1, 2023 for candidates who have filed previously.
- First time candidates will use the date you organize your committee.
- The due date is fixed, but you have the option of stopping the reporting period 10 days earlier to reconcile your records.
- If you choose to report receipts and expenditures after the Ending Date, but be sure your next filing starts with the end date of the previous filing.
- You must account for every calendar day in the year.
- The date you sign is not connected to the other dates.

8 th day preceding election	Due Date: 3/24
Beginning Date: 1/1	Ending Date: 3/14 (or later)
30 th day after election	Due Date: 5/1
Beginning Date: 3/15	Ending Date: 4/21 (or later)
Year-end report	Due Date: 1/20/24
Beginning Date: 4/22	Ending Date: 12/31 (always)

OCPF reviews, in about 45 minutes via Zoom, the state's campaign finance law reporting requirements for local candidates.

What's covered?

- Financial activity (raising and spending money).
- Tips for successful filing, and problems to avoid.
- We answer your questions.

Dates

Thursday, Dec. 15, 12 p.m. (noon)

Friday, Dec. 16, 9 a.m.

Friday, Jan. 27, 9 a.m.

Tuesday, Feb. 7, 6 p.m.

Friday, Feb. 17, 9 a.m.

Monday, March 20, 12 p.m. (noon)

Additional training dates will be added for April - July

How?

Click the register button below. Chose "candidates filing with their local election official" training dates. You will receive the Zoom login information by email.

[REGISTER](#)

OCPF@mass.gov / 617-979-8300 / www.ocpf.us

On the OCPF website

[Guide for Municipal Candidates](#)

[Guide for Candidates Without a Committee](#)

[Guide for Municipal Treasurers](#)

[M102 – form to report campaign contributions and spending](#)

[M102 – illustrated guide](#) [M102 basic instructions](#)

[There are helpful, short videos.](#) You are a municipal candidate who files locally, so scroll down to that section to see explanations about reporting loans, correcting mistakes on forms already filed, and paying people back for campaign expenses.

[All the municipal candidate forms](#)